



Indiana Department of Education
SUPPORTING STUDENT SUCCESS

2009-2010 SES Provider Application Questions and Answers #7

Question #1

We do all of our business in Michigan, do we still have to have a business license in Indiana to be approved?

Answer #1

All applicants must submit a business license or other formal documentation of their legal status with respect to conducting business in Indiana (including but not limited to documentation regarding an organization's 501c3 status or other documentation regarding an organization's status). Typically (organizations may have unique structures or configurations that require further inquiry), corporations, for-profits, or limited liability companies can contact the Indiana Secretary of State's office (<http://www.in.gov/sos/>) for assistance with filing the appropriate documentation to conduct business in Indiana. When contacting the Secretary of State's office, it is important to share your organization's classification (LLC, corporation, etc.) and that you are seeking information regarding how to obtain a certificate, business license, or other documentation that can serve as formal documentation regarding your organization's ability to conduct business in Indiana.

In addition, sole proprietors or general partnerships may need to contact the County Recorder's office located in each Indiana county in which the organization would like to tutor.

Please Note: Online providers that typically hire tutors from a variety of states across the country (not necessarily Indiana) may submit a copy of a business license from the state in which their main office is located.

Question #2

I am a registered sole proprietor in California, providing online tutoring services. I want to apply to become a registered SES provider in Indiana. From where can I get notarized business license or formal documentation of legal status with respect to conducting business in Indiana? I tried this site, but not able to locate exact requirement <http://www.in.gov/business.htm>

Answer #2

Please see the response to Question #1 above. We recommend contacting either the Secretary of State's office at the website address listed in Question #1 or the County Recorder's office in the county (or counties) in which you intend to tutor.